

<b>State of Alaska</b> <b>Division of Motor Vehicles</b> <b>Standard Operating Procedures</b>	<b>SOP No. R-205</b>	<b>Page No. 1 of 1</b>
	<b>Effective</b> April 5, 2006	
<b>Subject:</b>	<b>Supersedes</b> R-205	<b>Dated</b> 10/16/00
<b>DUPLICATE REGISTRATION, LICENSE PLATES &amp; TABS</b>	<b>Approved</b>	
<b>Statute: AS 28.10.091</b> <b>Regulation:</b>	<b>Form No.</b> 803, 803V, 812, 821, 830, 836	

Alaska law requires that if a certificate of registration or license plate is lost, stolen, mutilated, or becomes illegible, the vehicle owner or authorized agent shall apply for a replacement. This law is interpreted to also apply to year tabs. All parts of the original certificate of registration or license plates in the possession of the vehicle owner should be returned to the Division of Motor Vehicles. Do not reject the application if the original items are not returned. A duplicate registration can still be issued when a registration is expired.

### STANDARD ISSUE PLATES

An applicant must complete an "Application for Title and Registration" (Form 812) or the Vehicle Transaction Application (Form 821). In the affidavit or comment section, the applicant must state what happened to the original registration, license plates and/or year tab. When a person purchases a used vehicle that does not have the required license plate(s) and/or tabs, have them make a statement as to what is needed. There is not a charge for replacement plate(s) or tabs upon transfer of ownership.

### PERSONALIZED / CALL SIGN PLATES

For replacement personalized/personalized vet and call sign plates, Application For Personalized or Call Sigh License Plates Form 803 or an Application For Personalized Veteran Plates (Form 803V) is required in lieu of Form 812 or Form 821. These applications should be clearly marked as replacing existing plates.

In addition, requests for duplicate call sign plates must be accompanied by a Certificate of Eligibility (Form 830) and a copy of their current FCC license.

Personalized and call sign license plates take approximately 12 weeks to replace; therefore, an applicant should be issued standard license plates at no additional charge when submitting an application for replacement plates. Send requests for personalized and call sign plates to the Research Department at the Anchorage Field Office (AFO) after issuing the replacement plates, if requested. See Appendix A - DMV Addresses for current address.

### SPECIALITY PLATES

When an applicant for duplicate plates is requesting a class of license plates not available in your office, contact your supervisor for a license plate number. Issue the registration and tab and your supervisor will mail the license plate to the customer. When there is not an Alaska license plate on the vehicle, issue a temporary permit (T-090) and immediately clear the permit with the plate number by your supervisor.

### FEES

Duplicate registration.....	\$ 2.00
Duplicate year tab..... (includes registration) .....	\$ 5.00
Duplicate month tab.....	N/C
Duplicate license plate(s) ..... (includes month/year tabs and registration).....	\$ 5.00
Duplicate personalized plate(s) ..... (includes month/year tabs and registration).....	\$30.00
Duplicate call sign plates ..... (includes month/year tabs and registration).....	*N/C

\*There is not a replacement fee for standard issue call sign plates; however, if a customer requests Mountain or Caribou plates, the fee of \$30.00 is required.

Cross Reference:

R-215	Mailout Renewal Registrations	Appendix A	DMV Addresses
R-300	Amateur Radio/Call Sign	T-090	Temporary Permit
R-335	Personalized Plates		